

## Integrated Education and Training (IET) Syllabus Program Year 2022-2023 IET Plan – Part 2 of 2

### Adult Education Provider

Bayside Public Schools

### IET Program

Phlebotomy

**Instructions:** Complete the IET Syllabus to demonstrate how the workforce preparation, workforce training, and adult education and literacy components satisfy the following criteria:

- Components are provided concurrently.
- Components are provided contextually, using occupationally relevant instructional materials.
- Components are of sufficient intensity and quality.

**Important:** An IET program uses a single set of learning objectives. If a workforce training opportunity accommodates participants with different learning objectives, a separate version of this document (IET Syllabus) must be submitted for each.

### Participant Focus

Which adult education and literacy objectives in the IET Plan are met with the curriculum in this syllabus?

- ☐ English as a Second Language
- ☐ High School Equivalency Preparation
- ☒ High School Diploma Completion
- ☐ Adult Basic Education
- ☐ Adult Secondary Education

### Which delivery approach best describes this IET? (Check one):

- ☐ Occupational trainer and adult education instructor team-teach in the same space, at the same time, with the same learners.
- ☐ Occupational trainer and adult education instructor deliver instruction concurrently, though separately.
- ☐ Occupational trainer and adult education instructor team-teach some of the time and deliver instruction separately some of the time, though concurrently.
- ☐ One instructor with the required credentials for teaching both the occupational skills and adult education content delivers the instruction concurrently.
- ☒ Participants complete adult education and literacy content through a third-party delivery platform (e.g., Edgenuity, Odysseyware) and attend occupational training concurrently, though separately.
- ☐ Other – Please describe:

If more than one participant focus was selected above, please explain:

**For each of the IET components, describe the following:**

**(a) curricular materials used (i.e., manual, textbook, software)**

**(b) delivery method(s) (e.g., instructor-led, self-guided, in-person, online)**

**(c) responsible party/parties (e.g., adult education instructor, career navigator/coach, occupational trainer)**

<b>Workforce Preparation</b>	<p>Selected units from Edgenuity courses:</p> <ul style="list-style-type: none"> <li>• Career Planning and Development</li> <li>• Career Explorations</li> <li>• Introduction to Health Science</li> </ul> <p>Bayside Public Schools' career portfolio planning guide for health care Tri-County ISD's phlebotomy training manual</p>
	<p>Edgenuity courses are self-guided, online modules completed via distance learning or at a learning lab. The career portfolio is self-guided, though participants are required to meet with a career navigator in person or virtually at least three times during the IET program. Lessons utilizing the training manual are instructor-led.</p>
	<p>The career navigator and adult education instructor collaborate and provide oversight and facilitation of some of the activities, such as career exploration and employment. Other workplace competencies and employability skills are an integrated part of the phlebotomy training.</p>
<b>Workforce Training</b>	<p><i>List of curricular materials used for workforce training is entered here.</i></p>
	<p><i>General description of workforce training delivery method(s) is entered here.</i></p>
	<p><i>Explanation of who is responsible for the delivery of the workforce training component is entered here.</i></p>
<b>Adult Education and Literacy</b>	<p><i>List of curricular materials for adult education and literacy component is entered here.</i></p>
	<p><i>General description of adult education and literacy delivery method(s) is entered here.</i></p>
	<p><i>Explanation of who is responsible for the delivery of the adult education and literacy component goes here.</i></p>

### Curriculum Scope and Sequence

Week	Workforce Preparation Content	Workforce Training Content	Adult Education and Literacy Content
1	<ul style="list-style-type: none"> <li>• Health science pathways and careers</li> <li>• Pursuing health science careers</li> <li>• Licenses and certification</li> </ul>	(Training begins Week 2)	<ul style="list-style-type: none"> <li>• Medical terminology</li> </ul>

2	<ul style="list-style-type: none"> <li>• Professionalism and ethics</li> <li>• Healthcare systems</li> </ul>	<ul style="list-style-type: none"> <li>• Role and duties of a phlebotomist</li> <li>• Laboratory departments and healthcare settings</li> <li>• Patient confidentiality and HIPAA</li> <li>• Occupational safety and health hazard administration (OSHA)</li> </ul>	<ul style="list-style-type: none"> <li>• Medical abbreviations</li> <li>• Pharmaceutical terms</li> </ul>
3	<ul style="list-style-type: none"> <li>• Cultural and religious considerations in patient care and communication</li> <li>• Resume and cover letter writing for health care employment</li> </ul>	<ul style="list-style-type: none"> <li>• Standard precautions, healthcare safety hazards, chain of infection, modes of transmission</li> <li>• Identifying potentially infectious patients</li> <li>• Personal protective equipment</li> <li>• Bloodborne pathogens</li> </ul>	<ul style="list-style-type: none"> <li>• Infectious diseases</li> <li>• Internal organs</li> </ul>
4	<ul style="list-style-type: none"> <li>• Workforce preparation content</li> <li>• Workforce preparation content</li> <li>• Workforce preparation content</li> </ul>	<ul style="list-style-type: none"> <li>• Workforce training content</li> <li>• Workforce training content</li> <li>• Workforce training content</li> </ul>	<ul style="list-style-type: none"> <li>• Adult education and literacy content</li> <li>• Adult education and literacy content</li> <li>• Adult education and literacy content</li> </ul>
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	• Workforce preparation content	• Workforce training content	• Adult education and literacy content
10	• Workforce preparation content • Workforce preparation content • Workforce preparation content	• Workforce training content • Workforce training content • Workforce training content	• Adult education and literacy content • Adult education and literacy content • Adult education and literacy content
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15	• Workforce preparation content • Workforce preparation content • Workforce preparation content	• Workforce training content • Workforce training content • Workforce training content	• Adult education and literacy content • Adult education and literacy content • Adult education and literacy content
16	<i>Remaining rows left blank because this is a 15-week program.</i>		
17			
18			

*Insert additional rows as needed.*